

## **Team Contract**

### **angelaz-mturek-nedmonds**

We will aim at meeting daily and using the in class time to discuss design decisions and resolve conflicts that might occur.

#### **How will work be distributed?**

Each team member will be delegated roughly 1/3 of the work. The overall design of the architecture, protocol, UI/UX, and code & testing structure will be done collaboratively amongst all of our members. We aim to distribute programming and peer code review work evenly and redistribute as necessary.

#### **What are the goals of the team?**

For this project, we aim to have a realtime collaborative editing tool implemented by Dec 10<sup>th</sup>, with 2 days left till deadline for further refinement and minor feature additions. We aim to have an equal distribution of work among our members, as well as cooperation and communication should a problem arise. We also hope that this project will give us a chance to experience software engineering in a team. We will learn more about using GitHub as a tool for programming as a team, as well as using peer code review to catch each other's errors.

#### **What kind of obstacles might you encounter in reaching your goals?**

Obstacles in the programming aspect of our project may include the realization of problems in our design during implementation. Obstacles in the teamwork aspect of our project may include miscommunication and/or lack of cooperation over resolving a conflict.

#### **How will you decide who should do which tasks?**

We will decide together who does what by discussion and unanimous agreement. At any time during the project, we will be able to decide during a meeting whether the distributions are fair or whether we must redistribute the work. We will allot each person a general goal for their work, but we will all work together to make sure that every person's share of work gets done.

#### **Where will you record who is responsible for which tasks?**

We will record each person's list of responsibilities and tasks in a .txt file that will be placed in the project repository.

#### **How will the work be reviewed?**

When one person has decided that they have reached a point in their work that they would like to double-checked, they will push their code, and the other members will review the code to look for bugs. Peer code review will

involve giving the person constructive comments and testing for bugs within the code.

**Do you need consensus (100% approval of all team members) before making a decision?**

For larger issues, such as high-level design decisions, we would like approval from all team members before making a decision. Otherwise, the matter can be discussed as appropriate.

**What will you do if one or more team members are not doing their share of the work?**

We do not anticipate that this will happen, but in the case that it does, we will meet to discuss the problem. If this team member's share of work is overwhelming, we may decide to redistribute the tasks so that the other team members will be able to relieve the team member of some work.